



City of Santa Barbara

MAILING LABEL PREPARATION FOR RESIDENTIAL TENANTS

To comply with the legal notice requirements as set forth in the Municipal Code and/or State laws, each applicant shall supply **TWO (2) sets** of mailing labels for the residential tenants within 100 feet of the property involved or as otherwise outlined in local and/or state laws. The City **does not** provide this service.

1. The specified distances are measured perpendicular to the property lines of the property involved. The required distances and an example of the radius for noticing are on the reverse side.
2. The mailing labels must contain the following information:
 - Assessor Parcel Number of the property where the tenant resides
 - Occupant (It is not necessary to include the residential tenant's name)
 - Residential Tenant's Address
3. When preparing labels for residential tenants of multi-unit buildings, a label must be submitted for **each individual** unit on the property. General information regarding properties can be compiled from the latest County Assessor's tax rolls and updates; however, the Assessor's Office does not have specific unit information for apartment buildings. The Assessor's Office is located at 105 East Anapamu Street at (805) 568-2550.

For projects located adjacent to the Santa Barbara Harbor, please contact the Waterfront Department at (805) 564-5531 to obtain a mailing list for residents (live-aboards) within the harbor.

4. The City Staff can provide a map indicating those parcels within 100 feet of the project. It is recommended that the applicant verify this information by walking the neighborhood and identifying any residential tenants not included in the list provided by the City.
5. An affidavit signed by the person(s) who have compiled the residential tenant labels is required. This certifies that the mailing list is complete and accurate. If the submitted list is inaccurate, the item will be continued (i.e. delayed) and re-noticed with revised mailing labels.
6. The Assessor Parcel Numbers and addresses that have been compiled must be **TYPED** on self-adhesive labels in the format shown below.

EXAMPLE:

99-010-01 OCCUPANT 100 ANITA ST, #9 SANTA BARBARA CA 93101

REQUIRED DISTANCES FOR NOTIFICATION OF PROPERTY OWNERS AND TENANTS FOR DEVELOPMENT APPLICATIONS		
TYPE OF PROJECT	OWNERS	TENANTS
Coastal Development Permit (Appealable Jurisdiction)	100 feet	100 feet
Coastal Development Permit (Non-Appealable Jurisdiction)	300 feet	100 feet
Condominium Conversion*	450 feet	Project site

**Note: Additional posting of the site and tenant noticing is required as outlined in SBMC §28.88.090 and §28.88.100.*

EXAMPLE SHOWING PARCELS WITHIN 100 FEET OF THE SUBJECT PROPERTY

